



City of Los Altos
Human Resources Division
One North San Antonio Road
Los Altos, California 94022-3087

ACCOUNTING TECHNICIAN I/II SUPPLEMENTAL QUESTIONNAIRE

Thank you for your interest in applying for this employment opportunity. To better assist us to evaluate your qualifications, please respond to the supplement questions below. You may submit your response electronically or in hard copy. If you submit a hard copy, please type your answers and include your name on each page.

Your application and supplemental questionnaire are due no later than 5:00 pm on **August 18, 2014**.

1. Describe, concisely and comprehensively, your experience in the area of government finance and accounting in the context of the requirements as set forth for the position of Accounting Technician I/II.
2. Describe your experience in the accounts receivable (AR) function and define what makes a successful AR function.
3. Upon acceptance of this position, describe those steps you would take to promote and ensure the delivery of premiere customer service at all levels of the department.
4. Provide a step-by-step process to balancing the end of day receipts from multiple cash registers.